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April 1, 1947

REPORT ON SURVEY OF THE OFFICE OF COLLECTION AND DISSEMINATION
FOR QUARTER ENDING 31 March 1947

1. General. The several branches of the Office of Collection and Dissemination were surveyed during March 1947 by various members of the Interdepartmental Coordinating and Planning Staff.

This office is under the direction of [redacted] who has as his deputy [redacted]. The various branches within this office are as follows, with the divisions under each branch as indicated:

Executive; Requirements, (Divisions of Control and Survey); Collection (Divisions of Collection Policy, Procurement and Analysis); Dissemination (Divisions of Dissemination Policy and Distribution).

The overall personnel picture in OCD in regard to complement is fair and appears to be somewhat better than several of the other offices. By the nature of their function which is essentially servicing, they are not required to employ as highly trained scientists and specialists as are some other departments.

The system of internal administration is quite formal. It is their contention that this is necessary in order to maintain constant control over the large volume of material which flows in and out of their office daily. Some doubt exists in the minds of the survey board as to the necessity for such a formal system.

2. Functions. The detached functions of these branches are covered by the CIG Organization Chart, plus inter-OCD directives and instructions.

In general, the Requirements Branch receives intelligence requests from various sources within and without CIG and after necessary processing and control delivers them to the Collection Branch. This Branch decides from which source or sources the required information can best be obtained and directs the requests accordingly. When the fulfilled requests are returned to CIG, they are routed to the Dissemination Branch which, through its reading panel decides which agencies, in addition to the requesting agency, might be interested in the material, and forwards the material to all concerned, taking into consideration the security classification of the recipient. This latter step is a function of the Control and Survey Divisions of the Requirements Branch.

3. Conclusions.

a. On the surface the elaborate and formal internal adminis-

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tration system as set up in OCD appears to be quite efficient and to present few, if any, loop holes. However, there is always the danger that such a system can become too inflexible and standardized and in concentrating too much control at the top, and not allowing sufficient exercise of initiative at the lower levels, it could possibly buckle of its own weight. This condition can conceivably be necessary during the indoctrination and expansion period, but as more qualified personnel are acquired it is believed that a more equal distribution of authority and control and a less formal and more streamlined administration system would be more desirable.

b. It was concluded by conversation with various branch chiefs that the overall collection program would be improved if the following measures were taken:

- (1) Reduction in time elapsed in the transmittal of requests from outside agencies to CIG;
- (2) More scientists were allocated to field positions;
- (3) A larger and more qualified staff were available within the reference branch.

4. Recommendations:

a. That as conditions warrant a further study be made, aimed at reducing the formalisation of the present administrative system.

b. That steps be taken to increase the number of scientific collectors in the field.

c. That the continued action be taken to increase the activities of the reference branch.



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